

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 November 1960

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report #41, 9 - 15 November 1960

## 1. Intelligence Orientation

a. Intelligence Orientation #42 began on 14 November with an enrollment of 44 students. Average grade level is GS-7, and about 40% of the group are newcomers to the Agency.

b. We are introducing for the first time in this course a series of lecture summaries and review questions prepared by [REDACTED] and edited by [REDACTED]. We plan to obtain opinions from the students at the end of the course as to the value of these self-study reviews of important course material.

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## 2. Exhibits

a. The Intelligence Products Exhibit is scheduled for the morning of 17 November. Approximately 50 USIB visitors are expected to attend.

b. We have advised the Registrar that no firm date can be announced for January and February exhibits until the JOT schedule in the auditorium has been established. Several agencies have asked us for dates of future exhibits, which we can not give them until this question is resolved.

## 3. Special Security Officers Course

This course ended on 8 November; the students responded enthusiastically to the program. For many of these field investigators, this program was their first exposure to headquarters organization and problems outside of the Security field. Several expressed the opinion that the course should be longer, and that it should be given at regular intervals to all field investigators.

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## 4. Orientation Program at [REDACTED]

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[REDACTED], O/L Training Officer, contacted Mr. [REDACTED] on 9 November about the possibility of presenting a two-day orientation program for Logistics personnel at [REDACTED], similar to the one we

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gave for other administrative personnel in May. We indicated that it might be possible to present such a program in December, and Mr. [REDACTED] is preparing a memorandum to Chief, IS, requesting that such a course be given. Firm dates and schedules will be determined after consultation with the Chief of Logistics at the base.

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